



The Virgin Islands Housing Finance Authority  
is seeking qualified applicants for the following position:

## **DISASTER RECOVERY COMPLIANCE & MONITORING SENIOR MANAGER**

The Disaster Recovery Compliance and Monitoring Senior Manager is responsible for establishing the CDBG-DR Program Compliance Division within the CDBG-DR Program with all federal and local regulations. The Compliance & Monitoring Senior Manager will create and oversee implementation of all operational and programmatic compliance and monitoring policies and procedures in keeping with all applicable federal and local rule and regulations. The Compliance & Monitoring Senior Manager will manage the Compliance & Monitoring as well as the Quality Assurance staff to a wide range of program staff, subrecipients, grantees and vendors to ensure ongoing compliance during implementation and closeout of the CDBG-DR Program. This is a Territorial position.

### **ESSENTIAL FUNCTIONS:**

- ⇒ Responsible for the overall compliance and monitoring division, including coordination on quality assurance activities, development of monitoring plans and schedules for periodic internal compliance reviews of CDBG-DR program activities, and oversight of subrecipient, grantee and vendor compliance with all applicable federal and local rules and regulations.
- ⇒ Manage and perform risk assessments and monitoring of subrecipients' compliance with contractual agreements and federal and local regulations and requirements.
- ⇒ Monitor the implementation of all DR programs and operations, including conducting program and subrecipient site visits to monitor compliance as well as monthly quality assurance reviews.
- ⇒ Periodically review and revise monitoring and compliance policies and procedures in light of changes within the organization and/or with laws, policies, and procedures of applicable federal and local agencies.
- ⇒ Work closely with Director of Policy, Procedures, and Regulatory Services to ensure that staff, subrecipients, grantees, and vendors have knowledge of all applicable federal and local requirements.
- ⇒ Lead the Compliance & Monitoring activities including: development and review of CDBG-DR policies and procedures for compliance; development of monitoring approach and methodology; creation of monitoring plans; oversight of programmatic, operational, subgrantee, subrecipient and vendor monitoring; and other programmatic reviews.
- ⇒ Address identified risks and deficiencies in programmatic functions and service delivery, including those of vendors and subrecipients.
- ⇒ Assist with the facilitation of external audits and regulatory monitoring visits by HUD, the HUD OIG, and the Territory, and respond to state and federal government investigations and queries.
- ⇒ Coordinate and provide ongoing technical assistance and training on HUD and CDBG-DR requirements to staff and sub recipients.
- ⇒ Research on matters of HUD compliance.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Auditing, Urban Planning, Public Administration, or related field.
- ⇒ **Experience:** 5+ years of in-depth experience working in the monitoring and compliance of a CDBG/CDBG-DR or related federal disaster recovery program. Minimum of 7 years relevant experience in auditing, compliance, or monitoring. Knowledge of federal or local disaster recovery program implementation, a plus. Equivalent combination of education and experience may be substituted.

**SALARY:**      **\$74,880 - \$89,440** per annum depending upon qualifications. CDBG-DR grant funded position.

### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, and resume/curriculum vitae. During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov). Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Friday, October 14, 2022; however, this position will remain open until filled.** Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*